

BUREAU OF PUBLIC PROCUREMENT

THE PRESIDENCY

11 Suleiman Barau Crescent, Presidential Villa, Abuja

BPP/DG/576/II/

24TH November, 2023

CIRCULAR

Chief of Staff to the President, C-in-C,
Deputy Chief of Staff to the Vice President,
Chief Justice of Nigeria,
Secretary to the Government of the Federation,
Head of the Civil Service of the Federation,
Service Chiefs/Inspector-General of Police,
Special Advisers/Senior Special Assistants,
The Chairman, Federal Civil Service Commission
All Permanent Secretaries,
The Chairman, Police Service Commission,
Accountant General of the Federation,
Auditor-General for the Federation,
Surveyor-General of the Federation,
Chief Registrar Supreme Court of Nigeria,
Directors-General and Chief Executives of Parastatals/Agencies.

VERIFICATION OF ALL PROCUREMENT OFFICERS IN THE MDAs AND ELECTRONIC ARCHIVING OF RECORDS

The Bureau of Public Procurement (BPP) intends to commence the verification of all Procurement Officers in the Ministries, Departments and Agencies (MDAs). The purpose is to electronically archive and update the records of all the Procurement Officers in the pool to bring the Bureau's Database up-to-date.

2. In view of the foregoing, you are requested to kindly provide the required information on all the Procurement Officers in your organization in line with the attached template for verification of the officers. The verification exercise will commence immediately after the collection and collation of the information from the MDAs. The completed templates are expected to be forwarded to the Director-General of the Bureau through a transmittal letter endorsed by the Permanent Secretary or the Chief Executive Officer of the organization.

3. For the avoidance doubt, any officer whose information is not forwarded to the Bureau by the Permanent Secretary or the Chief Executive Officer of the organization will **not be allowed** to participate in the forthcoming verification exercise. The completed template shall be forwarded to the Bureau **on or before Friday 8th December, 2023**.

2. Please treat as utmost priority.



Mamman Ahmadu FNIQS
Director-General

